

THE WHITE HOUSE

WASHINGTON

DD/S 69-4670

October 9, 1969

MEMORANDUM TO THE HEADS OF EXECUTIVE
DEPARTMENTS AND AGENCIES

The increasing complexities and responsibilities of Government critically challenge every Federal manager. If we are to achieve our national goals we must have the kind of personnel management in Government that fully taps the creative and productive capacity of our workforce. We must also be in a position to assure ourselves and the country that our personnel resources in Government are being utilized efficiently and economically.

To achieve these objectives will tax the full capacity of top management, every line manager, directors of personnel and personnel specialists. It is therefore essential to encourage the development of the highest order of expertise and competence among those to whom professional personnel management responsibilities are assigned. It is also essential that heads of Executive departments and agencies clearly establish the important role of the director of personnel, making maximum use of his expertise in formulating and implementing personnel management policies. Managers at all levels must consider the personnel management implications of management decisions and assure that the full impact of personnel management policies and practices are taken into account.

Each Executive department and agency shall also establish a system to review periodically the effectiveness of personnel management in his organization so that he can assure himself and me that his organization is striving continuously to achieve the best possible use of personnel resources.

The U. S. Civil Service Commission will exercise leadership for effective personnel management evaluation by:

1. Establishing standards for adequate evaluation systems,
2. Conducting research in and developing methods for evaluating personnel management,

3. Insuring that persons who engage in personnel management evaluation are properly qualified and receive the necessary training,
4. Assessing the adequacy of agency evaluation systems and requiring necessary improvement,
5. Maintaining its own capability to make independent evaluation of agency personnel management effectiveness sufficient to evaluate the adequacy of agency efforts and to supplement and complement such efforts, and
6. Collaborating and coordinating with the Bureau of the Budget in its overall responsibility for evaluating organization and management in the Executive Branch.

The head of every department and agency shall (1) fully implement the broad Government-wide personnel policies and programs established by law, Executive order, and the Civil Service Commission, (2) be responsible for developing personnel policies for his agency which apply these policies and programs to the needs of his own organization, (3) evaluate the application of these policies, assigning responsibility for the establishment and review of the effectiveness of the personnel management evaluation system at the level of the Under Secretary or principal deputy to insure objective assessment of the total management impact of personnel policies and practices, and (4) take follow-through action to correct problems identified.

The Chairman of the Civil Service Commission will report to me periodically on the implementation of this memorandum.



LIAISONS

Agency for International Development

Mr. Lane Dwinell

Assistant Administrator for Administration

Department of Agriculture

Mr. J. Phil Campbell

Under Secretary

Department of Commerce

Mr. Rocco C. Siciliano

Under Secretary of Commerce

Department of Defense

Mr. Roger T. Kelley

Assistant Secretary of Defense

Department of Health, Education & Welfare

Mr. John G. Veneman

Under Secretary of Health, Education & Welfare

Department of Housing and Urban Development

Mr. Richard C. Van Dusen

Under Secretary

Department of the Interior

Mr. Russell Train

Under Secretary

Department of Justice

Mr. William D. Ruckelshaus

Assistant Attorney General

Department of Labor

Mr. James D. Hodgson

Under Secretary

Department of State

Mr. William B. Macomber, Jr.

Deputy Under Secretary of State for Administration

Department of Transportation

Mr. James M. Beggs

Under Secretary

Department of the Treasury

Dr. Charles E. Walker

Under Secretary of the Treasury

General Services Administration

Mr. John W. Chapman, Jr.
Deputy Administrator

National Aeronautics & Space Administration

Dr. George M. Low
Deputy Administrator

Office of Economic Opportunity

Mr. Wesley Hjernevik
Deputy Director of the Office of Economic Opportunity

Post Office Department

Mr. E. T. Klassen
Deputy Postmaster General

STAT

Approved For Release 2002/05/07 : CIA-RDP89-01114R000100020075-2

Next 1 Page(s) In Document Exempt

Approved For Release 2002/05/07 : CIA-RDP89-01114R000100020075-2